Project Managers' Advisory Group

MINUTES
April 21, 2008

'

Attending: (* = by phone)

Bob Giannuzzi	EPMO
Jim Tulenko	EPMO
Charles Richards	EPMO
Kathy Bromead	EPMO
Linda Lowe	EPMO
Jesus Lopez	EPMO
Alisa Cutler	EPMO
John McShane	EPMO
Stan Jenkins	ITS
Karen Burke	DHHS/DIRM
Dave Butts*	WRC
Lynne Beck	DHHS DMH/DD/SAS
Cheryl Ritter*	DOT
Dwight Morgan	UNC-CH
Bruce Humphrey*	NCCCS
Chris Cline	NCCCS
Vicky Kumar*	OSC
Kathleen Crawford	ITS
Patsy Proctor	DOC
Emily McGill	DOL
Charles Fraley	DHHS/DIRM
Ravi Shanmugam	DOT
James Myers	ITS
Patsy Thames	ITS
Lucy Cornelius	DPI

Bob Giannuzzi welcomed everyone to the meeting. First time attendees were introduced –
Karen Burke, **Patsy Proctor**, **Dwight Morgan**.

Kathy Bromead presented letters from SCIO recognizing newly named PMPs **Karen Burke**,
James Myers, **Ravi Shanmugam**, and **Dwight Morgan**.   **Jesus Lopez** announced that **Dell
Pinkston** (DOA) as well as **Natsu Carr** and **Sara Cavenaugh** of UNC-Greensboro also
received letters. All but Karen were participants in the EPMO prep classes.

Bob solicited and received approval of the March minutes.

Jesus reported that Cycle 7 of the EPMO's PMP Exam Prep class is in its third week. He
pointed out that **Natsu Carr** (new PMP) served as instructor for the Time Management class.

John McShane next reported on NCPMI news. A call for speakers has been sent out for the
9/3 Annual Event. He reported that the next Public Sector LIG to be held on May 1 will feature
a presentation by Angie Taylor on *Establishing a Projects Office - Lessons Learned.* The April
23 PMO Committee (LIG) was to have Craig Zimmer speaking on *PMO Success Metrics: What*

is good? The Chapter meeting on April 24 was to feature Gene Bounds' discussion of the PMI Strategic Plan.

Bob Giannuzzi called for updates from the Task Groups.
- *PM Tools* **Jim Tulenko** reported that the decision to upgrade the current PPM tool to Microsoft PPS 2006 will be presented to the TPG (Technology Planning Group – committee of CIOs from large agencies) on 5/19. **Kathy Bromead** will report on their feedback at the next PMAG meeting.
- *Methodology* **Alisa Cutler** reported that the Gate 1, 2 and 3 checklists are available for use. The team is wrapping up work on checklists for registrations not part of programs as well as for Implementation exit and Closeout. The team will then focus on revisions of the Procurement Plan and Change Request processes/documentation.

Bob passed out the following information on upcoming teleconferences of interest to the PM Advisory Group. He pointed out that the State no longer has membership in the Infrastructure or Application Executive Councils. **Vicky Kumar** stated that although State people cannot get access to research activities for those councils, we can participate in the teleconferences. **Bob** will contact the Executive Council account rep to confirm our privileges.

Organization/website	Contacts	Upcoming Calls
NASCIO http://www.nascio.org/committees/projectmanagement/	Stephanie Jamison 859/514-9148 sjamison@AMRms.com Access 888/272-7337 conference ID 6916986	May 6 (3:00) **Organizational Change and the Application of Business Transition Management: Part II**
PMO Executive Council http://www.pmo.executiveboard.com/	Register at website	April 23 (11:00) **Strategies for Effective PMO Leadership** **Avoiding the Common Failure Paths for PMOs**
CIO Executive Council http://www.cio.executiveboard.com/	Register at website	April 29 (10:00) **Building the Next Generation Shared Service Organization**
Application Executive Council http://www.aec.executiveboard.com/	Register at website	April 24 (6:00 PM) **Applying Agile Development Techniques** May 8 (11:00) **Restructuring Applications Roles for Delivery Performance**
Infrastructure Executive Council http://www.iec.executiveboard.com/	Register at website	May 14 (10:00) **Managing the Infrastructure Project Pipeline**
Information Risk Executive Council	Register at website	May 6 (11:00) **Review of Practitioner Threat**

http://www.irec. executiveboard.com/		Forecasting Data
Enterprise Architecture Executive Council http://www.eaec. executiveboard.com/	Register at website	May 13 (12:00) Governing Enterprise Data Assets

Bob advised that NASCIO had solicited applications for project recognition at their upcoming annual event.   **John McShane** reported that the Orbit project at Dept. of State Treasurer was submitted by the State. **Bob** stated that he will bring next year's solicitation of candidates to March's PMAG meeting.

Kathleen Crawford provided constructive feedback on the EPMO quarterly newsletter relative to lack of links to information. She also had concerns with issues raised after an initial project status report.

Training was the next topic of discussion. **John McShane** reported that with both the May Business Analyst Boot Camp and the June Requirements onsite classes are both full, those interested in attending these at a later date should notify him of their interest.

Jim Tulenko reported on PPM tool activity. **Charles Richards** has prepared and started delivery of status report training. The next session is slated for May 2. Feedback to date has been very positive. In regard to the process for handling programs, **Jim** reminded the group that even projects with TCO <$500 will require the fully gated workflow and reporting if included in a program. For currently registered projects mapped to programs that are near completion, the PMs should contact their PMA to seek an exception. The decision lies with the EPMO Director.

Next, **Kathy Bromead** advised that some PMs have been receiving Remedy email notifications that activity was started by ITS Architecture and Engineering (includes what was formerly called ETA) relative to their project. **Stan Jenkins** added that his area plans to use Remedy to track their activities from start to finish. For projects, this would include RFP and SDD reviews. **Stan** also advised that although it's usually a good idea for the agency to interact with his team early in development of the SDD, that projects in gate review have been taking precedence. He also pointed out that RFP reviews involve three levels: IT Procurement, legal, technical. **Patsy Thames** asked that as Stan and others are looking at the RFP document approval workflow, that the team set an objective to minimize reviewing of re-work of the RFP and not assume that the RFP would first go to Statewide Procurement since they own the document (the "chain-of-custody" as described by Stan).

Bob noted that for the last few months, he had not been provided timely project closeout reports from which to extract lessons learned to share at the PMAG meetings. An accumulated list was sent out for review with the agenda. Bob solicited attendees to share some of theirs. **James Myers** pointed out the difficulty of not having a qualified PM on board early enough in the project.   **Kathleen Crawford** offered the difficulty of coordinating the activities between two active projects.

For the next meeting, **Bob** asked members to be prepared to share their agency's estimating methodologies.

Meeting adjourned around 4:30.

NEXT MEETING
Monday, May 19, 2008
ITS Conference Room 2 or (919)981-5520